

# Fall Courses & Events

## PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

### COURSES BY DATE (Click here to view an [alphabetical listing](#))

#### October

	DATE(S)	CODE	FEE
Basics of UW Procurement	Oct 15	Q0530	\$ 95
Employment Law and UW Policies	Oct 15, 22	Q0350	\$135
Building Team Relationships	Oct 20	Q0280	\$125
SAGE 101: Creating and Submitting eGC1s from A to Z	Oct 20, 22	Q0980	\$115
Managing Employee Performance	Oct 26, Nov 2	Q0570	\$135
Fundamentals of Grant and Contract Management	Oct 27, 29	Q0120	\$150
Proofreading and Editing	Oct 27, 29	Q0470	\$150
Building a Positive Work Culture	Oct 28	Q0260	\$115
Creating the Future with Planning Tools	Oct 30	Q0930	\$135

#### November

Good Internal Practices and Fraud Prevention Tips	Nov 3, 5	Q0390	\$110
Supervision Basics	Nov 3, 5	Q0490	\$150
Time Management	Nov 4	Q0510	\$105
Conflict Resolution Skills for Health Care Professionals	Nov 6	Q0300	\$130
Leadership for Leads	Nov 9	Q0420	\$125
Managing Stress	Nov 13	Q0430	\$125
Ethics Law and the U, The	Nov 16	Q0360	\$115
Grant and Contract Fiscal Administration I ( <a href="#">Reg by Nov 3</a> )	Nov 17	Q0401	\$100
Payroll: the Basics ( <a href="#">Reg by Nov 10</a> )	Nov 17	Q0190	\$ 85
Assessing Your Career Fit ( <a href="#">Reg by Nov 4</a> )	Nov 18	Q1130	\$130
Leave Record Maintenance ( <a href="#">Reg by Nov 11</a> )	Nov 18, 19	Q0160	\$155
Labor Relations Skills	Nov 19	Q0150	\$100
Leadership Style Makes a Difference	Nov 19	Q0640	\$185
A Team Approach to Project Management	Nov 30	Q0770	\$140

#### December

Foundations of Fiscal Reporting	Dec 1, 3	Q0090	\$135
Master Process Planning	Dec 1	Q1160	\$140
UW Hiring Processes: Introduction to UWHIRES	Dec 1	Q1050	\$115
How to Conduct an Effective Job Search in the Current Economy ( <a href="#">Reg by Nov 25</a> )	Dec 2	Q1150	\$125
Planning and Facilitating Effective Meetings	Dec 2	Q0450	\$ 95
Building on Emotional Intelligence: Transforming Communication Through Empathy	Dec 3	Q0950	\$120
Winning at Work	Dec 3	Q1140	\$140
Solving Problems Creatively	Dec 4	Q0310	\$130
Communications	Dec 7	Q0040	\$140
Managing Your Department's Money to Withstand Audit ( <a href="#">Reg by Nov 24</a> )	Dec 8	Q0440	\$ 90
Process Improvement Tools	Dec 9	Q1170	\$115
Compensation: The Basics	Dec 10	Q0600	\$100
Travel Process and Procedures ( <a href="#">Reg by Nov 25</a> )	Dec 11	Q0520	\$ 85
Grant and Contract Fiscal Administration II ( <a href="#">Reg by Dec 1</a> )	Dec 15	Q0402	\$100

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How to Conduct an Effective Job Search in the Current Economy ( <a href="#">Reg by Nov 25</a> )	Dec 2	Q1150	\$125
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